

MADERA COUNTY

ASSISTANT AUDITOR - CONTROLLER

DEFINITION

Under administrative direction, to assist with planning, directing, managing, and overseeing the functions, operations, and programs of the County Auditor - Controller's Office; to oversee and participate in the preparation of the County's fiscal and statistical records and reports; to report financial, tax assessment, and revenue transactions in compliance with State guidelines; to perform complex fiscal, budget, and statistical functions; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions, operations, and programs of the County Auditor - Controller's Office; participates in the development and implementation of goals, objectives, policies, and priorities for assigned operations; selects, directs, supervises, trains, and evaluates assigned personnel including those involved in the preparation, maintenance, and auditing of the County's financial and statistical records; supervises and assists with the balance of a variety of ledgers maintained by the Auditor - Controller's office; provides assistance in resolving financial record keeping, budget, tax apportionment, and computer application problems; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; automates and computerizes office functions as appropriate including implementing the computerized accounting system; serves as primary liaison with software vendors to implement, enhance, and modify existing accounting and property tax programs; performs special projects as assigned including computer modeling, research analysis, and other assigned special projects; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; assists with and prepares special reports for the budget process and other needs as assigned; coordinates assigned services and activities with those of other divisions and outside agencies and organizations; implements pertinent legislation in accordance with applicable laws, codes, and regulations; ensures County's fiscal record keeping systems comply with State Controller Standards and other appropriate Federal, State, local, and department policies, procedures, laws, codes, and regulations; prepares complex and comprehensive financial reports including those regarding tax assessments, estimated and actual tax revenues, and financial transactions; prepares the comprehensive Annual Financial Report; oversees the proper calculation and estimation of potential tax revenues received by the County, school districts, and special districts within Madera County; calculates and verifies a variety of tax rates; oversees or performs the proper apportionment of collected taxes to different agencies; oversees the preparation of County cost allocation plans; responds to inquiries and requests for information; interprets and explains County fiscal policies, procedures, and records to the public; prepares correspondence and reports; provides information and assistance to outside auditors necessary for audit completion; may

address public groups concerning the Auditor - Controller's functions; serves as Auditor - Controller upon the request or absence of the Auditor - Controller.

OTHER JOB RELATED DUTIES

Prepares quarterly interest apportionment; audits payroll quarterly and annually; prepares W-2's, FIT, and SIT tape reports; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Policies, operations, and functions of the County Auditor - Controller's Office.
Principles and practices of budget development, preparation, and expenditure control.
Principles of supervision, training, and performance evaluation.
Pertinent Federal, State, and local laws, codes, and regulations including laws, codes, ordinances, and regulations governing the financial operations of the County and other government entities.
Modern office practices, methods, and computer equipment.
Principles and techniques of management and program administration.
Principles and practices of government and commercial accounting including cost accounting and budgeting.
Principles of public finance administration.
Principles, practices, and techniques used in auditing, financial analysis, and research.
Principles and procedures of financial and statistical record keeping and reporting.
Spreadsheet and database applications and operations.
Payroll rules and procedures to include taxability, tax calculations, and retirement rules, reporting, and calculations.
Property taxation assessment, collection, and apportionments.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Auditor - Controller's Office.
Supervise, train, and evaluate assigned staff.
Analyze financial data, systems, and procedures to improve internal controls, efficiency of operations, and compliance with controlling statutes.
Implement new computer systems by assisting programmers in converting existing data, writing specialized reports, and enhancing or modifying applications.
Examine and verify financial documents.
Develop and explain budget data.

Ability to:

Prepare complex financial and budget statements and reports.
Direct the preparation of and prepare clear and concise reports.
Effectively represent the County Auditor - Controller to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience in the maintenance of fiscal records requiring knowledge of government agency accounting and budget methods including two years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, certification as a Certified Public Accountant is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995